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INSTRUCTIONS ON FILLING OUT FORMS
FOR NATIONAL CENSUS OF CHINA

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[Summary: This report gives instructions on filling out forms for the national census to be taken on 30 June 1953, and copies of the two types of census forms to be used.]

Regulations governing the investigation and registration of persons in the national census to be taken 30 June 1953 are as follows:

Instructions on Filling out Forms

1. The household, as defined in the census regulations, is to be the unit for filling out a census form.
2. Members of a household in permanent residence and nonresident members are determined by the census regulations.
3. Census forms are of two types, Form I and Form II. Form I is to be used by families living together as a unit; Form II is to be used by government organizations, troop units, people's associations, educational institutions, etc. Families living together in any of the foregoing organizational units should use Form I.
4. In Form II, write the name of the organization or association on the right side, under "name of organization"; write the name of the responsible official under "organization head."
5. Urban addresses are to be filled in at the upper left, rural addresses at the upper right. Where chieh, hsiang, or ts'un do not apply, change the character to read li, lu, hu, etc., whichever may be the proper designation.
6. When the number of people is too large for one sheet use other sheets as needed; write page numbers clearly. When only one page is used do not fill in page numbers.
7. Head of household: Form I -- Fill in the name of the permanent resident who is the most important responsible person; Form II -- do not fill in.
8. Relationship to head of household -- Fill in relationship to head of household, for example, father, mother, husband, wife, son, daughter, older brother, younger brother, elder sister, younger sister, wife's father, paternal aunt, hired worker, etc.
9. Under surname and given name, write the person's legal name; do not use any other names or nicknames. For persons who have no given name, fill in the common appellation or pet name.
10. Sex -- Fill in male or female.
11. Age -- For infants less than one year old, fill in less than one year; for persons one year old and above, fill in the actual age in years. Whether the registration is taken before or after 30 June 1953, ages are to be registered as of 30 June 1953.

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12. When birth date is not known by Western Calendar, use the 20th day of the 5th month of "kuei-ssu" of the lunar calendar.

13. Race -- Fill in the person's race, for example, Chinese, Mongol, Hui, Tibetan, Uighur, Miao, Yi, T'ung, etc. For persons whose parents are of different races, those under 18 will list the nationality as decided by the parents, those over 18 may decide for themselves which nationality to list.

14. Remarks -- Use this space to fill in any necessary explanations.

15. Name of person filling out form -- Fill in census taker's name.

16. Fill in the date the form was completed by Western Calendar.

17. If the census is taken before 30 June 1953, must be corrected later as of 30 June 1953, recording births, deaths, marriages, and people who have moved. Indicate these changes in the remarks column, and also change the total number of residents, total number of males and females, where applicable. All corrections must be verified with the signature or the seal of the census taker.

Census Forms follow:

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CENSUS FORM I
Prepared by State Statistical Bureau
Approved by Government Administration
Council

Urban Address:

___ Province (municipality) ___ Hsien (municipality) ___ Ward (ch'en)
___ (chieh) ___ (hsiang) ___ street number

Rural Address:

___ Hsien ___ Hsiang ___ (ts'un)

NONRESIDENTS				PERMANENT RESIDENTS				Population	
								Categories	
Total No of Nonresidents				Total No of Permanent Residents				Head of House- hold	Relation- ship to head of household
									Surname
									Given name
									Sex
									Age
									Nationality
									Remarks:
Males				Males					
Females				Females					

Person filling out form:

Date of filling out form:

1953 ___ Month ___ Day

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CENSUS FORM II
Prepared by State Statistical Bureau
Approved by Government Administration
Council

Urban Address:

___ Province (municipality) ___ Hsien (municipality) ___ Ward (ch'en)
___ (chieh) ___ (hsiang) ___ street number

Rural Address:

___ Hsien ___ Hsiang ___ (ts'un)

PERMANENT RESIDENTS													Population
													Categories
Total No of Permanent Residents													Surname, Given name (Name of organiza- tion)
													Sex
													Age
													Nationality (Organiza- tion head)
Males													Remarks:
Females													

Person filling out form:

Date of filling out form:

1953 ___ Month ___ Day

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